

Facility Rental Application

Physical Address: 226 N. Sequim Ave.

Mailing Address: PO Box 1087

Phone: (360) 681-3432

Fax: (360) 681-2380

Website: www.sequimwa.gov



Location Details

☐ **Guy Cole Convention Center**
202 N. Blake Ave.

☐ **James Center for Performing Arts**
563 N. Rhodefer Rd.

☐ **Transit Center Conf Room**
190 W. Cedar St.

Applicant Information

[Please print]

Applicant Name _____

Organization Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone No _____ WDL No. _____

Refund Information

Person/Organization Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Hold Harmless Agreement

In consideration of the use of the _____ the undersigned on behalf of himself, his principal, and his agents, hereby agrees to defend and hold the City of Sequim and its officials, employees, and agents harmless against any claims and/or lawsuits for personal injury and/or property damage arising out of, or in any way connected with the use of the above-described premises, except for injuries or damages caused by the sole negligence of the City.

Applicant Signature: _____ Date _____

Event Details

Date of Event: _____

Title, Purpose or Description of Event: _____

Beginning Time of Event: _____

End Time of Event: _____

Total expected attendance: _____

Attendees traveling over 50 miles: _____

Will the kitchen be reserved? (see p. 3)

☐ Yes, kitchen will be reserved.

☐ No, kitchen will not be reserved.

Will the event involve alcohol?

☐ Yes, it will be sold.

☐ Yes, it will be provided free of charge.

☐ No.

(Please refer to page 2 for state requirements)

Will the public be invited to the event?

☐ Yes, the event is open to the public.

☐ No, only family, friends, or pre-registered individuals will be attending.

Below for Office Use Only

Deposit Amount: \$ _____ (Non-refundable)

Kitchen Use by Contract

Rental Amount: \$ _____

Kitchen Use (by contract): _____

Date Paid to City: _____ Date Paid to City: _____

Receipt No.: _____ Receipt No.: _____

AFTER RENTAL AND INSPECTION

Refund Amount: \$ _____

Date Paid to Applicant: _____

Check No: _____

Rental Fees

Guy Cole Convention Center

- Per day fee (regardless of hours used) - \$100
- Kitchen – Price established by contract
- Cleaning/damage deposit - \$150

Transit Center Conference Room

- Fee waived for government agencies
- Hourly fee - \$10
- Cleaning/Damage deposit - \$100

James Center for the Performing Arts

- Hourly fee \$75 w/minimum \$100 total
- Cleaning/damage deposit - \$250

Sequim city residents may take a 10% discount off all fees except the refundable deposits.

Keys

Keys must be picked up the last business day prior to the event. Failure to obtain keys may result in a minimum charge of \$60.00 for employee wages to a "call-out". Applicants/renters are allotted 24 hours to return the keys to the City of Sequim. There is a drop box located at the Administration Building at 226 N. Sequim Avenue for your convenience. Failure to return the keys may result in forfeiture of the deposit.

Deposit

The deposit must be paid in order to reserve a date. Damage deposits are 100% refundable provided the following conditions are met:

- Left in a clean and orderly manner;
- Left in its standard configuration (unless special configuration was set up by our staff);
- Use of facility did not exceed scheduled time;
- Additional City staff time was not required as a result of your use of the facility;
- All furniture/equipment was accounted for and undamaged;
- All rules and procedures governing alcohol consumption and smoking were met;
- All rules and procedures governing facility use were met.

If the above conditions were not met to the satisfaction of City staff, the damage deposit will not be refunded. If the cost of cleaning and/or repair of facility exceed the amount of the damage deposit, you will be billed for the additional costs. Custodial service will be billed according to the current hourly rate paid by the City, and repairs and/or replacement will be billed at the full cost incurred.

Business Licensing

Applicants or businesses hosting a for-profit event shall provide a copy of their City business license or proof of application of such.

Liability Insurance

The City of Sequim will require evidence of liability insurance for events involving the use of alcohol and/or the kitchen. Additional insurance may also be required for other events if the City determines additional insurance to be necessary. The insurance must name the City as additional insured in the amount of \$1,000,000.00.

Alcohol

If liquor is intended to be consumed *free of charge*, a banquet permit *may be* required. Information regarding the permit can be obtained on line at www.liq.wa.gov/.

If liquor is intended to be *sold*, a special occasion license is required and can be obtained from the Liquor Control Board. The license may take up to 30 days. Please plan accordingly. Use of alcohol is restricted to inside the Guy Cole Convention Center ONLY: **Alcohol is strictly prohibited in all city parks.**

Please refer to **SMC 12.24** for further information or call the Sequim Administration Office at
(360) 683-4139

Contract for Guy Cole Kitchen Use

DATE(S): _____

APPLICANTS: _____

PHONE: _____ **EMAIL:** _____

CONTACT PERSON: _____ **PHONE:** _____
EMAIL: _____

EVENT DETAILS: _____

CONDITIONS OF APPROVAL:

Do you need to use the oven and/or stove? **Yes/No**

Kitchen Fee with Oven and Stove - \$155/day or by event (max. 3 days)

Kitchen Fee without Oven and Stove - \$100/day or by event (max. 3 days)

General Conditions

- 1) It shall be the responsibility of the applicant to repair/replace any damage to kitchen facilities if the damage occurs as a result of actions or inactions of applicant or event participants.
- 2) The applicant shall administer the actual event.
- 3) The applicant shall comply with all applicable laws and ordinances of the City of Sequim.
- 4) The applicant shall set up and take down all equipment being used.
- 5) The applicant shall clean up during and after the event.
- 6) Food vendors shall comply with all applicable laws related to health care and food handling issues as imposed by the Clallam County Health Department.
- 7) The applicant shall not be permitted to sub-lease the kitchen upon signing of this contract.

If you have any questions or need additional information, please call Joseph D. Irvin at 360-582-2457 or e-mail at jirvin@sequimwa.gov.

Joseph D. Irvin, AICP
Assistant to the City Manager/Parks Manager

Date

Applicant's Signature

Date

**CLEAN-UP & KEY RETURN
GUY COLE CONVENTION CENTER
202 N BLAKE AVE
SEQUIM, WA 98382**

Return this form with the key to 615 N Fifth Ave – office hours are 7:30 am to 4:00 pm Monday through Friday or put in the Drop Box in front of the building any time.

Rental Date: _____

By signing below, the applicant confirms that the following steps have been taken:

1. Tables must be returned to the storage closet.
2. Chairs must be returned to the storage closet.
3. Rugs shaken off or swept clean.
4. Floors swept and mopped – please remove any scuffmarks. **Do NOT use bleach/Clorox on the floors. It takes the wax off. If you do this, you will be charged labor costs to re-wax the floor.**
5. Garbage picked up and dumped in outside bins.
6. New garbage bags put into the garbage containers.
7. Restrooms should be left in an orderly fashion, soap wiped up and paper emptied from wastebaskets.
8. Kitchen counter and stovetops should be wiped off if the kitchen was used.
9. Make sure all appliances are off or unplugged.
10. Brooms and mops hung back on hooks in the closet by the drinking fountain.
11. All lights turned off; windows and doors locked. Alarm system set.
12. Check outside around the building for any discarded party favors, glasses, cans or bottles and dispose of them properly.
13. NO GLITTER, CONFETTI, STICKERS are allowed in the building. Any removal of such by City staff will result in forfeiture of entire damage deposit.
14. All decorations must be removed, including: pins, tacks and tape from the walls, floors, tables, chairs, and ceiling.
15. Do not hang anything on the curtains.
16. Do not put tape on the floor

NOTE: ALL CLEANING SUPPLIES AND GARBAGE BAGS ARE IN THE CLOSET TO THE RIGHT OF THE KITCHEN.

If you notice damage or unsatisfactory conditions upon entering the premises, notify Public Works immediately at 683-4908 during working hours (M – F, 7:30 am – 4 pm). On the weekend or after hours call the on-call employee at 912-7059 or the Sequim Police at 683-7227. If the City Staff must do any work to return the center to its original condition, you will be charged a minimum of \$35 per hour.

Report any damage or breakage:

Applicant

Date